

**Section 7**  
**Ethics and Conduct**  
**10/04/07**

**7.1 Intent**

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

The recommendations of the Sunshine Reform Task Force include tools to increase public access to information, enhance neighborhood and community participation, and ensure government accountability.

We seek to restore and strengthen public confidence in city government and in all individuals elected and appointed to represent the best interests of the community. These policies and procedures are an integral part of a citywide initiative to assist all segments of San Jose city government to understand and adopt the reforms and model the behavior of an ethical organization. These policies and procedures are intended to complement the Employee Values of integrity, respect, innovation, excellence, collaboration and celebration.

Building on strong leadership from the mayor and city council the ethical culture at City Hall will protect the public's interest and promote integrity, transparency, and accountability. Ethical decision-making should be integral to how City and Council staff conduct the public's business.

**7.2 Disclosure**

Members of a policy body must disclose any substantive information that is relevant to a matter under consideration by the policy body which he or she has received from any source outside the public decision-making process in order to ensure equal, full and fair access to all substantive information.

**7.3 Conflicts of Interest**

- A. Councilmembers must identify and disclose potential conflicts and recuse themselves from the decision-making process when an actual conflict arises.
- B. All reports of contributions to the Mayor and Councilmembers must be available on-line.

**7.4 Codes of Conduct and Ethics Statements**

- A. All policy bodies, ancillary bodies, non-governmental bodies, City departments, elected and appointed officials, employees, vendors, and volunteers must adopt

the City's code of conduct. The code of conduct must appear in a prominent place on all City materials, whether printed, electronic or posted on the City's website.

- B. The following statement about the City's ethical standards must appear in a prominent place on all City materials, whether printed, electronic or posted on the City's website: "The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public."

*Implementation Suggestions:*

1. *As old publications are phased out, include the statement about the City's ethical standards on new versions of publications.*
2. *Employment applications should include the statement about the City's ethical standards.*

## **7.5 Annual Review and Re-Adoption**

The City Council must review and re-adopt the Sunshine Ordinance each year.

## **7.6 Ethics Education**

All City and Council staff must be educated about the Sunshine Ordinance as it is implemented and on an ongoing basis. Moreover, the Sunshine Ordinance should be an integrated part of the performing the public's business and is intended to complement the Employee Values of integrity, respect, innovation, excellence, collaboration and celebration.

*Implementation Suggestions:*

1. *Identify individuals or departments to implement ethics on a practical level.*
2. *For performance evaluations, ask each manager how he or she integrated ethical conduct into the workplace.*